

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PS-474

For: State and County Offices

**APSS Instructions for Processing Apple Market Loss Assistance Program (AMLAP3)
Corrections for Overpayments, Underpayments, and Duplicate Payments**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

County Release No. 503 provided APSS software for processing AMLAP3 payment corrections.

APSS instructions for processing AMLAP3 payments were provided in Notice PS-460.

B Purpose

This notice provides APSS instructions for correcting the following:

- overpayments
- underpayments
- duplicate payments.

Disposal Date

December 1, 2003

Distribution

State Offices; State Offices relay to County Offices

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2 Accessing AMLAP3 Processing Menu PDC000

A Accessing Menu PDC000

County Offices shall take the following actions to access Menu PDC000.

Step	Action	Result
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none">• ENTER “13”, “Price Support”• PRESS “Enter”.	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: <ul style="list-style-type: none">• ENTER “10”, “Perform Special Functions”• PRESS “Enter”.	Special Price Support Functions Processing Menu PCA000 will be displayed.
3	On Menu PCA000: <ul style="list-style-type: none">• ENTER “7”, “Perform Apple Market Loss Assistance Program (AMLAP) Functions”• PRESS “Enter”.	AMLAP Processing Menu PDA005 will be displayed.
4	On Menu PDA005: <ul style="list-style-type: none">• ENTER “3”, “Perform Apple Market Loss Assistance Program (AMLAP3) Functions”• PRESS “Enter”.	AMLAP3 Processing Menu PDC000 will be displayed.

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2 Accessing AMLAP3 Processing Menu PDC000 (Continued)

B AMLAP3 Processing Menu PDC000

The following is an example of AMLAP3 Processing Menu PDC000.

COMMAND	PDC000
APPLE MARKET LOSS ASSISTANCE PROGRAM - PROCESSING MENU	

1. Entering and Storing AMLAP3 Application Data	
2. Delete an AMLAP3 Application Before Upload	
3. Issuing AMLAP3 Batch Payments	
4. Canceling AMLAP3 Payables	
5. Processing AMLAP3 Corrections	
6. Print Stored AMLAP3 Application Summary	
7. Print Stored AMLAP3 Payment Statement Data	
8. Issue Cancelled/Failed AMLAP3 Payments	
9. Flag Refused AMLAP3 Payments	
*10. Entering Authorized Missed Applications and Issuing Payments	
21. Return To Application Selection Menu	
22. Return to Office Selection Menu	
23. Return to Primary Selection Menu	
24. Sign Off	
Enter option and press the "Enter" key	
Cmd3=Previous Menu	

Note: Installing County Release No. 503 activated option "5", "Processing AMLAP3 Corrections".

After AMLAP3 payments have been issued, the user can use option "5" to "correct" AMLAP3's to:

- **add** or **delete** a producer for application, according to subparagraph 3 A
- **change** producer **shares** and set **refused payment** flag, according to subparagraph 3 B
- **decrease** the AMLAP3 payment amount, according to paragraph 4
- **increase** the AMLAP3 payment amount, according to paragraph 5.

3 Adding or Deleting Producers and Changing Producer Payment Shares

A Adding and Deleting Producers

To **add and/or delete** producers to an application for AMLAP3 payments that have been issued, on Menu PDC000:

- ENTER “5”, “Processing AMLAP3 Corrections”
- PRESS “Enter”.

Screen PDC03500 will be displayed.

Add and/or delete a producer according to the following.

Step	Action	Result
1	On Screen PDC03500: <ul style="list-style-type: none"> • enter the “AMLAP3 Number” of the application for which the shares are to be changed • PRESS “Enter”. 	Screen PDC04000 will be displayed.
2	On Screen PDC04000: <ul style="list-style-type: none"> • select the desired producer “Seq Num” • PRESS “Enter”. 	Screen PDC03510 will be displayed.
3	On Screen PDC03510: <ul style="list-style-type: none"> • ENTER “Y” or “N”, as applicable, to the question, “Is this the correct producer?” • PRESS “Enter”. 	If: <ul style="list-style-type: none"> • “Y”, Screen PDC01000 will be displayed and will show the original calendar year application • “N”, Screen PDC03500 will be redisplayed.

3 Adding or Deleting Producers and Changing Producer Payment Shares (Continued)

A Adding and Deleting Producers (Continued)

Step	Action	Result
4	On the applicable Screen, either “Y” or “N” will be displayed, based upon whether the initial AMLAP3 had multiple producers or not, to the question, “Does this AMLAP3 Application have multiple producers?”. PRESS “Enter”.	<p>If:</p> <ul style="list-style-type: none"> • “Y”, Screen PDC02000 will be displayed to give the user the opportunity to add and or delete producers • “N”, Screen PDC51000 will be displayed to give the user the opportunity to change pounds of apples. <p>Note: If “Y” is changed to “N”, all producers on the application will be deleted except for the contact producer.</p>
5	<p>On Screen PDC02000:</p> <ul style="list-style-type: none"> • enter the last name or ID number for the producer who will share in the proceeds of this AMLAP3 payment • ENTER “Y” or “N”, as applicable, to the question, “Are there additional producers?” 	<p>If:</p> <ul style="list-style-type: none"> • “Y”, Screen PDC02000 will be redisplayed • “N”, Screen PDC02500 will be displayed to give the user the opportunity to change shares of currently entered producers and/or set refused payment flag. <p>Note: The producer to “delete” will continue to be “displayed” in the system. User must “adjust” payment shares as applicable.</p>

3 Adding or Deleting Producers and Changing Producer Payment Shares (Continued)

B Changing Payment Shares

To change AMLAP3 producer payment **shares** for payments that have been issued, on Menu PDC000:

- ENTER “5”, “Processing AMLAP3 Corrections”
- PRESS “Enter”.

Screen PDC03500 will be displayed.

In subparagraph A, follow the instructions in the table **until** step 5 when Screen PDC02500 has been displayed.

To change AMLAP3 producer payment **shares**, on Screen PDC02500:

- enter each producer’s share in this AMLAP3 as a whole percentage
- ENTER “Y” or “N”, as applicable, to indicate refused payment
- PRESS “Enter”.

Screen PDC51000 will be displayed.

On applicable screen, users can change or delete pounds of apples.

4 Decreasing AMLAP3 Payment and Creating a Receivable

A Decreasing Payment and Creating Receivable

To **decrease** a AMLAP3 amount for a payment that has been issued, on Menu PDC000:

- ENTER “5”, “Processing AMLAP3 Corrections”
- PRESS “Enter”.

Follow the instructions in subparagraphs 3 A and B, in that order, until Screen PDC51000 has been displayed. **Decrease** payment amount and create a **receivable** according to the following.

Note: If a receivable is created, those funds will not be available until the receivable is paid off. Therefore, additional funds will need to be re-allocated for any transactions requiring additional funds.

Step	Action	Result
1	On Screen PDC51000: <ul style="list-style-type: none"> • decrease the number of pounds of apples • PRESS “Enter”. 	Screen PDC51005 will be displayed showing AMLAP3 payment summaries.
2	Screen PDC51005: <ul style="list-style-type: none"> • displays system calculations • ENTER “Y” or “N”, as applicable, to the question, “Do you want to complete this payment?” 	If: <ul style="list-style-type: none"> • “Y”, Printer ID Selection Screen PDC07500 will be displayed • “N”, Menu PDC000 will be redisplayed.
3	On Screen PDC07500, PRESS “Enter” to continue.	AMLAP3 Payment Statement will be printed. Screen PCE99910 will: <ul style="list-style-type: none"> • be displayed for AMLAP3 • allow for reprinting payment statements.

4 Decreasing AMLAP3 Payment and Creating a Receivable (Continued)

A Decreasing Payment and Creating Receivable (Continued)

Step	Action	Result
4	<p>On Screen PCE99910:</p> <ul style="list-style-type: none"> if payment statements print successfully, ENTER “N” PRESS “Enter”. 	<p>Screen ANK55010 will be displayed with the following messages:</p> <ul style="list-style-type: none"> “You have requested a change resulting in an amount less than the original payment amount. A receivable is being established for the difference.” “DO NOT CANCEL THIS JOB. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed.”
5	On Screen ANK55010, PRESS “Enter” to continue.	Screen AQK15201 will be displayed and show the basis of debt correction code “10412”.
6	<p>On Screen AQK15201:</p> <ul style="list-style-type: none"> enter the basis of debt text PRESS “Enter”. 	<p>Screen AQKPRT01 will be displayed for initial notification letters and will allow users to enter the following:</p> <ul style="list-style-type: none"> printer ID to be used number of copies to print.
7	On Screen AQKPRT01, PRESS “Enter” to continue.	<p>Initial Debt Notification Letter will be printed.</p> <p>Screen AQK01401 will be displayed and will ask if the notification letter printed successfully.</p>
8	<p>On Screen AQK01401, when the notification letter prints successfully:</p> <ul style="list-style-type: none"> ENTER “Y” PRESS “Enter”. 	<p>Screen AQKPRT01 will be redisplayed for receivable transaction verification reports and will allow users to enter the following:</p> <ul style="list-style-type: none"> printer ID to be used number of copies to print.

4 Decreasing AMLAP3 Payment and Creating a Receivable (Continued)

A Decreasing Payment and Creating Receivable (Continued)

Step	Action	Result
9	On Screen AQKPRT01, PRESS “Enter” to continue.	Receivable Establishment Verification Report will be printed. Screen AQKCFM01 will be displayed and will ask if the report printed successfully.
10	On Screen AQKCFM01, when receivable report prints successfully: <ul style="list-style-type: none"> • ENTER “Y” • PRESS “Enter”. 	Screen ABK53005 will be displayed for transaction statements and will allow users to enter the following: <ul style="list-style-type: none"> • printer number to be used • number of copies to print • postal bar code information.
11	On Screen ABK53005: <ul style="list-style-type: none"> • make applicable entries • PRESS “Enter”. 	Producer Disbursement Statement will be printed. Screen ABK53010 will be displayed and will ask if the statement printed successfully.
12	On Screen ABK53010, when disbursement statement prints successfully: <ul style="list-style-type: none"> • ENTER “1” • PRESS “Enter”. 	Menu PDC000 will be displayed.

5 Increasing AMLAP3 Payment and Disbursing Additional Funds

A Disbursing Additional Funds

To **increase** a AMLAP3 payment amount for a payment that has been issued, on Menu PDC000:

- ENTER “5”, “Processing AMLAP3 Corrections”
- PRESS “Enter”.

Follow the instructions in the tables in subparagraphs 3 A and B, in that order, until Screen PDC51000 has been displayed. **Increase** AMLAP3 payment amount and **disburse additional funds** according to the following. During this process, if additional funds need to be re-allocated, the message, “There are no funds available to complete the payment processing you have requested”, will appear with further instructions to disburse additional funds. Once the funds have been re-allocated, continue to follow the instructions in this table.

Step	Action	Result
1	On Screen PDC51000: <ul style="list-style-type: none"> • increase the number of pounds of apples • PRESS “Enter”. 	Screen PDC51005 will be displayed showing AMLAP3 payment summaries.
2	On Screen PDC51005, which displays system calculations, ENTER “Y” or “N”, as applicable, to the question, “Do you want to complete this payment?”	If: <ul style="list-style-type: none"> • “Y”, Printer ID Selection Screen PDC07500 will be displayed • “N”, Menu PDC000 will be redisplayed.
3	On Screen PDC07500, PRESS “Enter”.	AMLAP3 Payment Statement will be printed. Screen PCE99910 will be displayed for AMLAP3 and will allow for reprinting payment statement.

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5 Increasing AMLAP3 Payment and Disbursing Additional Funds (Continued)

A Disbursing Additional Funds (Continued)

Step	Action	Result
4	<p>On Screen PCE99910:</p> <ul style="list-style-type: none"> if payment statement prints successfully, ENTER "N" PRESS "Enter". 	<p>Screen ANK55020 will be displayed with the following messages:</p> <ul style="list-style-type: none"> "You have requested a change resulting in an additional payment." "Press "Enter" to begin payment processing according to Accounting flag settings (claim, receivable, assignment/joint payment, direct deposit)." "DO NOT CANCEL THIS JOB. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed."
5	On Screen ANK55020, PRESS "Enter".	<p>Payment processing will proceed according to Accounting flags for direct deposit set in the Name and Address file.</p> <p>Screen ABK53005 will be displayed.</p>
6	<p>On Screen ABK53005:</p> <ul style="list-style-type: none"> make applicable entries PRESS "Enter". 	<p>Producer Disbursement Statement will be printed.</p> <p>Screen ABK53010 will be displayed and will ask if the statement printed successfully.</p>
7	<p>On Screen ABK53010, when disbursement statement prints successfully:</p> <ul style="list-style-type: none"> ENTER "1" PRESS "Enter". 	Menu PDC000 will be displayed.

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5 Increasing AMLAP3 Payment and Disbursing Additional Funds (Continued)

B Processing Additional Funds as CCC-184 or EFT

If the additional funds payment is to be processed by:

- **CCC-184**, the following sequence of Accounting screens will be displayed:
 - ANK00201, for print options
 - ANK40501, for total number of checks to be printed
 - ANK40510, for check alignment
 - ANK41092, for reprinting checks
- **EFT**, only informational messages will be displayed with information about what accounting system is processing.

6 Issuing Canceled/Failed AMLAP3 Payments

A Issuing Canceled or Failed Payments

After AMLAP3 payments have been issued, County Offices can:

- reissue payments that were canceled
- process payments that were not issued during the batch process because of problems such as eligibility.

To issue canceled or failed AMLAP3 payments, on Menu PDC000:

- ENTER “8”, “Issue Canceled/Failed AMLAP3 Payments”
- PRESS “Enter”.

Screen PDC03500 will be displayed.

Issue canceled or failed payments according to the following.

Step	Action	Result
1	On Screen PDC03500: <ul style="list-style-type: none"> • enter the “AMLAP3 Number” of the application • PRESS “Enter”. 	Screen PDC04000 will be displayed.
2	On Screen PDC04000: <ul style="list-style-type: none"> • select the desired producer “Seq Num” • PRESS “Enter”. 	Screen PDC03010 will be displayed.

6 Issuing Canceled/Failed AMLAP3 Payments (Continued)

A Issuing Canceled or Failed Payments (Continued)

Step	Action	Result
3	On Screen PDC03010: <ul style="list-style-type: none"> ENTER “Y” or “N”, as applicable, to the question, “Is this the correct producer?” PRESS “Enter”. 	If: <ul style="list-style-type: none"> “Y”, Screen PDC07500 will be displayed with the statement, “AMLAP3 procedure to print forms and reports has started”, and will allow the user to enter: <ul style="list-style-type: none"> printer ID to be used number of copies to print “N”, Screen PDC03500 will be redisplayed; go back to step 1.
4	On Screen PDC07500, PRESS “Enter” to continue.	AMLAP3 Payment Statement will be printed. Screen PCE99910 will be displayed and will allow for reprinting payment statements.
5	On Screen PCE99910: <ul style="list-style-type: none"> if payment statements printed successfully, ENTER “N” PRESS “Enter”. 	Accounting-Checkwriting procedure will begin to issue disbursements. Note: See 1-FI for Accounting-Checkwriting procedure.

7 Canceling Duplicate AMLAP3 Payments

A County Office Action

County Offices must cancel any duplicate AMLAP3 payment whereby cancellations must be processed one-application-at-a-time and during which either payment on each particular application can be canceled. County Offices that have duplicate AMLAP3 payments must **cancel** payments using option “4”, “Canceling Payables” on Menu PDC000 for conditions where funds have:

- not** been sent to the producer and where **no** action other than cancel is necessary
- been sent to the producer and a receivable for the full amount of the payment will be established in the Common Receivable System.